

CONFIDENTIAL

Report for Week Ending 27 November 1957
from
RECORDS DISPOSITION BRANCH

1. Assignments - Active

a. Project 6-95 - Office of Personnel

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No change from previous report.

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b. Project 6-40 - OCR

Form 115 prepared for transmitting items to Archives and Congress for disposal authorization.

c. Project 8-18 - OO/Contacts

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Drafting of the records control schedule continues. In addition copies of forms used by the division are being collected and will be turned over to the Forms Management Branch for review.

25X1

d. Project 8-20 - ORR

Installation of subject file system completed in USSR Branch and Far East Branch. Two cubic feet of material destroyed in accordance with schedule. Also installed the Agency filing system in the Solid Fuels Branch of ORR/Materials Division. Due to the physical move of the Petroleum Branch we have been requested to postpone the installation in this branch until Monday, 2 December.

e. Office of Personnel Files Installation

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Continued follow-up on files installations previously made. Next installation in Office of the Chief, Position Evaluation Division, expected to start 2 December.

f. Project 8-24 - Map Library Division/ORR

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A tentative floor plan was prepared of the area under consideration for "Open File Shelving" and discussed with ARO/ORR. Indications are that by converting to shelving the weight load could be cut by approximately 45%. Statistics are now being developed by the Division to determine how much expansion (in cubic feet) must be considered and provided for. is now holding up a requisition for 5 filing cabinets for this operation pending the outcome of the decision regarding shelving.

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g. Office of Communications []

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1. Personnel Files

A recommendation to use ~~the~~ Open File Shelving for personnel records of the Office is being prepared despite an unofficial report that the Administrative Office is requesting 5 drawer filing cabinets. Shelving would release approximately twelve 4 drawer safes and purchase of shelving would be cheaper than the required amount of cabinets.

2. Engineering Division, Material Support Branch.

Recommendations^{of} for use of the Simplified^{afinal} Machine is being prepared for forwarding to the Branch.

3. Engineering Division, Library

Floor plan is being developed for study of benefits which may derive by use of "Open File Shelving".

h. Comptroller, Machine Records Division []

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Was informed by the Chief, Machine Records Division that the Saf-T-Stak being used on a trial basis was not satisfactory. A meeting is scheduled for Monday, 2 December to discuss other types of useable equipment.

2. Assignments - Inactive

Project 6-90 Commercial Staff []

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3. Vital Materials

Discussed with [] Chairman of the DD/I, Vitals Materials Committee, the possibility of establishing a retention period for the OCR Library microfilm collection in Vital Material Repository. Mr. [] apologized for not having completed this study, but said that he will start next week. It appears that an 18 months, or 2 year period, will be established. A "cut-off" will permit us to establish firmer space requirements. He will also investigate the possibility of establishing retention periods for certain finished publications. I assured him that we would be happy to provide any assistance that he felt necessary. I will hold [] request for additional Saf-T-Stak cabinets and bases until [] has completed his study.

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Three members of ORR/ Map Procurement accompanied [] on last weeks trip to the Repository.

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Arrangements have been made with the Motor Pool to have a station wagon at our disposal for all day, each Thursday. This will eliminate the need for our calling weekly.

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Approval has been received from OCI, and procedure~~s~~ is being drawn up which will preclude the necessity for a member of this office to pick up, weekly, Vital Materials from the OCI registry. After the procedure has been approved this material will be handled by Messrs [redacted] Record Center employees.

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4. News

a. Several vendors of "Open File Shelving" have been asked to explore the possibilities of supplying us with scale-models to use for display or exhibition purposes. [redacted]

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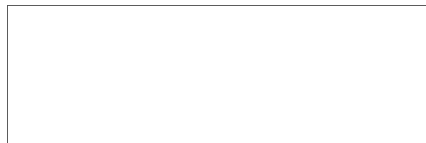
b. OCR/Cable Center requested that we assist them in a cable sorting problem. [redacted] and I suggested the purchase of two triple and two single sections of Lyon Metal Products, sectioned, sorting units. [redacted] will submit the requisition. There is also a possibility that steel shelving can be used in lieu of the thirteen (13) safes presently used to house the year's cable collection. The application of shelving equipment must await the approval of their request for a vaulted area.

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c. [redacted] is attending the IOC Training course.

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Weekly Report of Activities for Week Ending
27 November 1957

I. Personnel-Type Vital Materials Study:

- a. Complete report of meeting with [] OTR is attached.
- b. Office of Personnel is still working on the revision of their VM schedule.
- c. Typing of revised draft of study was completed. Scheduled to review study with [] as soon as his schedule will permit.

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II. News

- a. [] O/SSA/DDS, contacted [] regarding the status of two recommendations in study "Administration/Support WORKLOAD at small Stations/Bases" which the latter relayed to me for reply. Complete report of discussions is contained in the attached memorandum.

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